



Metropolitan Nashville Planning Department

Metro Office Building
800 Second Avenue South, 2nd floor
Nashville, TN 37210
P.O. Box 196300
Nashville, TN 37219-6300

Voice: 615.862.7190
Fax: 615.862.7130
E-mail: planningstaff@nashville.gov
www.nashville.gov/mpc

Urban Design Overlay (U.D.O.) Final Site Plan – Development Within Approved Existing U.D.O.

The Metro Nashville Zoning Code requires this application be completed for development requests in an already approved Urban Design Overlay (UDO). A map identifying the property, submittal of plans, payment of a filing fee, and other necessary documentation are also required upon submission of this application to the Planning Commission. Checks should be made payable to “Metropolitan Nashville Government”.

Existing U.D.O.’s Name: _____ U.D.O.’s Project Name: _____

U.D.O. Project No. _____ Date Submitted: _____

Map: _____ Parcel Number: _____

Fee: \$2,200

Supporting Documentation Submitted?

- ☐ Traffic Study (when required by Metro Public Works)
- ☐ Geotechnical Study (when necessary)
- ☐ Shared Parking Study (when necessary)
- ☐ Road/Alley Construction Plans (when necessary)
- ☐ Drainage Calculations (when necessary)
- ☐ Review Checklist (on back page)
- ☐ Sewer Capacity Purchased (when necessary)

Associated Cases?

- ☐ Final Plat (when necessary)
- ☐ Mandatory Referral

Copy of current letter indicating water/sewer availability from Metro Water Services, Harpeth Valley Utility District, or Madison Utility District (water only). If previously issued letter has expired or is otherwise invalid, obtain new letter. **When water/sewer capacity must be purchased from Metro Water Services, the amount identified in the Metro Water Services capacity letter must be paid before submission of the Development Plan.** Submit copy of water/sewer availability letter from applicable utility with development plan application. For development plans where no additional flows are involved, a final availability letter must be submitted to utility, *before* development plan application is submitted. *Contact Metro Water Services at 862-4598, option 1; Harpeth Valley Utility District: 352-7076; Madison Suburban Utility District: 868-3201.*

Metro Water Services

Water & Sewer Availability Request: \$500 fee; form available on-line at www.nashville.gov/water/docs/Availability_RequestForm.pdf.

- ☉ Any water/sewer capacity fees must be paid, as outlined in the water/sewer capacity fee letter from Metro Water Services. Letters are valid for 90 days and may be updated up to three times (90 additional days per update) at no additional cost.
- ☉ A minimum of 30% of the total capacity fees must be paid within 90 days of the date of the water/sewer capacity fee letter to reserve water/sewer capacity for 1 year.
- ☉ If 100% of the water/sewer capacity fees are paid, Metro Water Services reserves water/sewer capacity in perpetuity.
- ☉ Water/sewer availability letters are issued after all, or a portion of, water/sewer capacity fees are paid and water/sewer capacity is reserved

APPLICANT:

- ☐ Architect ☐ Engineer ☐ Optionee ☐ Property Owner ☐ Purchaser of property ☐ Leasee ☐ Other
-

UDO Ownership: The name, map and parcel number of involved property/properties, and signature(s) of the affected property owner(s) shall be submitted along with this application (separate sheet may be used). Failure to provide this information will deem your application **incomplete** and postpone your application's consideration.

Applicant's Name: _____ Property Owner's Name: _____
 Company Name: _____ Company Name: _____
 Address: _____ Address: _____
 City: _____ State: _____ Zip: _____ City: _____ State: _____ Zip: _____
 Phone: _____ ☐ business ☐ home ☐ cell Phone: _____ ☐ business ☐ home ☐ cell
 E-mail: _____ E-mail: _____
 Applicant's Signature: _____ Owner's Signature: _____

Prior to submittal be sure to: Read the Urban Design Overlay (UDO) document and understand the regulatory elements to the document (regulating plan, bulk standards, etc.). Review any applicable traffic impact study pertaining to the Urban Design Overlay.

UDO CHECKLIST: What to submit for Final Site Plan and/or for a Building Permit		
1	A complete UDO application form.	
2	A filing fee by check or cash.	
3	Vicinity map (not to scale).	
4	Plan submission: Ten (10) complete sets of plans must be uniformly collated, stapled, and pre-folded with each submittal. Schematic site analysis and site plan to be included. One (1) digital copy must be submitted on disc.	
5	Site data table including: map(s), parcel(s), proposed uses, existing zoning, gross site acreage, acreage in open space, total parking provided, proposed lot numbers, proposed number of units/lots, proposed lot sizes, building coverage, gross density, FAR, ISR, Gross Floor Area by structure.	
6	Bulk Standards Table which may include some of the following: proposed building and/or frontage type(s), building materials, glazing requirements, proposed maximum building height and conformance with height regulations set in UDO and setbacks.	
UDO Site Plan Checklist: One or more sheets may be submitted that include the following:		
1	Scale: All drawings submitted must be to scale	
2	Existing vegetation, existing topography, waterbodies, floodway and floodplain, and soils.	
3	Proposed improvements, including building locations, building sizes, building height, uses, setbacks, parking.	
4	Proposed walls and fences (including materials and height).	
5	Existing and proposed joint access easements and driveways.	
6	Existing and proposed utilities and drainage easements serving site (show existing utility lines within 100 feet).	
7	Proposed grading plans, including existing topography, proposed contour lines at 5 foot intervals, off-site grading, soils and slopes, erosion controls. Final grading plans to be sealed by an engineer registered in Tennessee.	
8	Proposed landscaping plans with vegetation, required buffers and screening, and Tree Density Unit calculations.	
9	Proposed location of the mechanical/HVAC units, garbage and recycling facilities, and loading and maintenance areas.	
10	Fronting roads and ROW labeled with any proposed/required ROW dedications or reservations.	
11	Right-of-way of all proposed streets, both public and private, access easements and driveways. Street cross sections must be included.	
12	Proposed subdivision of property into parcels and outparcels (proposed & existing). Critical lots shall be identified with an asterisk (*)	
13	Submission shall include building elevations clarifying materials and illustrating conformance with glazing requirements.	
14	Final plans shall be stamped and signed by a qualifying professional (engineer, architect, landscape architect).	